



## **BIOMEDICAL PREVENTION ADVISOR**

### **Job Announcement Number: AID-007-14**

**OPEN TO:** All Interested Candidates

**POSITION:** Biomedical Prevention Advisor FSN-11

**OPENING DATE:** May 20, 2014

**CLOSING DATE:** June 18, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** ZMK 253,474.59 p.a. (Starting salary). Position Grade: FSN-11

#### **BASIC FUNCTION:**

USAID/Zambia has an immediate opening for Biomedical Prevention Advisor. As the technical advisor on biomedical prevention the incumbent will provide guidance, monitoring and technical assistance in the USAID/Zambia Health Team. The incumbent will provide technical and programmatic assistance that incorporates evidence-based best practices in the design, implementation, coordination, monitoring and evaluation of the biomedical prevention of HIV program. S/he will work closely with Government of Zambia (GRZ) led activities assuring culturally appropriate interventions, advocating for increased community based interventions. S/he will support raising awareness of HIV/AIDS issues, all under applicable policies and guidelines set by the Government of Zambia and the US Government. More specifically the incumbent will ensure that Voluntary Medical Male Circumcision (VMMC), as well as other biomedical prevention program activities and studies in the host country are adequately undertaken. Whilst focusing on biomedical HIV prevention, the job holder will collaborate with the Public Health Advisor to ensure that comprehensive HIV prevention is built and sustained across USAID implementing partner organizations and the Government of Zambia (GRZ). The incumbent will work closely with national programs supporting biomedical prevention of HIV including technical counterparts in the Ministry of Health (MOH), Ministry of Community Development Mother and Child (MCDMCH), the National AIDS Council (NAC), donors, cooperating partners and other stakeholders in the areas of HIV/AIDS biomedical prevention and support national level health policies and strategies. The incumbent will promote and ensure proper integration of HIV biomedical prevention activities with other activities particularly those related to maternal, newborn and child health, reproductive health and family planning, and tuberculosis. In addition, the incumbent will provide technical assistance in other public health areas such as women's health, child health, nutrition, supply chain logistics, health systems strengthening, HIV/AIDS, tuberculosis, malaria and related existing or upcoming new initiatives, as assigned, or as need arises.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Award Management**

Monitor and manage USAID's HIV/AIDS biomedical prevention activities. Serve as Agreement/Contracting Officer Representative (AOR/COR), Activity Manager, or alternate for contracts, cooperative agreement or grants.

- Provide technical and programmatic guidance and oversight of the project.
- Review annual work plans and ensure compliance with the performance expectations.
- Ensure that implementing partners are in compliance with all relevant USAID and GRZ regulations and procedures, particularly those related to issues related to male circumcision. Based on personal observations, assessment reports, performance statistics and other available data, make programmatic recommendations.
- Monitor progress towards results, including periodic field/site visits with implementing partners and other officials or staff, as appropriate.
- Monitor budget utilization (pipeline and burn rate analysis; voucher examination and approval; and accruals).
- Make recommendations for annual incremental funding; draft necessary program action documents (Modified Acquisition and Assistance Request Documents (MAARDS), Implementation Letters (ILS), Action Memos, etc.); and prepare reports needed for USAID and USG planning and reporting processes.
- Ensure appropriate coordination integration and interaction with activities funded from different funding streams and with the different donor and implementing partners including NAC, the MOH, and MCHMCH at the national, provincial and district level, as may be applicable.
- Ensure recognition of the leadership role of the Government of the Republic of Zambia (GRZ) in the implementation of activities.
- Ensure sound management structures within the projects managed for appropriate staffing, technical direction, and coordination with other partners.
- Ensure that US funded projects have technical and programmatic approaches that lead to achieving results and sustainability of activities.

### **2. External Technical Assistance**

Coordinate USAID's Biomedical Prevention portfolio with the GRZ, cooperating partners and related stakeholders.

- As a technical expert, support the Public Health Advisor in programs that target biomedical interventions, establish and work closely with senior level counterparts in the Ministry of Health and Ministry of Community Development Mother and Child, and the National Aids Council, cooperating partners and related stakeholders to advance HIV biomedical prevention in the country, as per key national strategies, policies and guidelines.
- Serve as a coordinator and technical expert in advocating with government, donors, and implementing partners for best practices in HIV/AIDS biomedical prevention with an emphasis on medical male circumcision.
- Ensure that the Health Team is actively represented and provides key technical input at key forums, working groups and steering committees related to biomedical prevention of HIV.
- Represent USAID in national and international technical, policy, management and strategic working groups and meetings.

- Ensure that HIV prevention activities are closely linked HIV/AIDS care activities, tuberculosis prevention and care and with other related activities such as maternal health, adolescent health, child health, family planning, malaria, nutrition, tuberculosis, gender and other activities.
- Provide expert assistance in the field of prevention activities with particular emphasis on biomedical prevention as it refers to voluntary medical male circumcision.
- Serve as the USG representative on and increase participation in Technical Working Groups related to HIV/AIDS.
- Responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on prevention strategies.
- Provide guidance to implementing partner organization and facilitate Ministry of Health coordination in the development of standardized protocols for the integration of VMMC services with other medical services/departments in the public health facilities, as well as standardized protocols for quality assurance systems for VMMC services for use by all implementing partners.

### **3. Internal Technical Assistance and Policy Compliance**

- Interface within USAID/Zambia and with USAID/Washington on the biomedical prevention portfolio.
- Provide technical support and recommendation to the USAID Health Team regarding HIV/prevention investments and future programming, including design and modification of program activities, determination of program direction, monitoring and evaluation, and corrective action.
- Lead all Health Team activities related to HIV biomedical prevention.
- Lead policy and legislative compliance monitoring and documentation efforts for USAID's HIV biomedical prevention programming
- Ensure appropriate coordination between the USAID Health Team and other relevant teams for efficient and effective programming of HIV prevention programs
- Work closely with other health team colleagues, particularly with the Public Health Advisor, the Care and Treatment Advisor and the Maternal, Newborn, and Child Health Advisor to avoid duplication of efforts, find synergies in the activities undertaken and promote efficiencies in program planning and implementation.
- Advocate for and ensure integration of HIV/AIDS activities with other related activities including maternal and child health, family planning, malaria, and tuberculosis.
- Advise the Health Team and USAID on HIV/AIDS technical and programmatic issues and activities;
- Actively participate in the Embassy-wide PEPFAR Coordination team.
- Provide technical leadership, strategic direction, and coordination to the Health Office, USAID, the wider USG Zambia PEPFAR Team, host government counterparts, donors, and USG implementing partners on HIV/AIDS biomedical prevention.
- Assist the Health Team in strengthening programming of improved technical and managerial initiatives.
- Participate, as may be requested, on other biomedical prevention activities pre-exposure prophylaxis, vaccine development and microbicides
- Draw attention to organizational needs such as inadequate medical supplies, equipment, facilities and staffing.
- Interpret data on health objectives and indicators related to specific VMMC and other biomedical HIV/AIDS prevention programs
- Other duties as required and appropriate may be assigned

## **QUALIFICATIONS REQUIRED**

### **a. Education**

- A bachelor's degree in medicine, nursing or other health sciences with completion of post graduate specialty training in any of the following: surgery, obstetrics, public health or epidemiology, health management, or other relevant fields is required.

### **b. Prior Work Experience**

- A minimum of 5 years of work experience in HIV public health program activities part of which should include male circumcision for HIV prevention (planning, developing, implementing and evaluating such HIV public health programs) is required.
- At least one year of the above must be at the supervisory or managerial level working with multiple staff.
- Experience working in the Zambian public health sector highly desirable particularly in areas of adult care and treatment or public health
- Experience working with USG programs an added advantage.
- Extensive knowledge of the Zambian Health system.

### **c. Language Proficiency (level and specialization)**

- Level IV (fluent) written and oral English proficiency is required.

### **d. Job Knowledge:**

- A thorough knowledge of the concepts, principles, techniques and practices of HIV/AIDS adult care and treatment
- Knowledge of care and treatment of associated pathologies related to HIV/AIDS, particularly tuberculosis.
- Knowledge and demonstrated strategic planning and management experience in managing public health programs.
- Ability to quickly identify new trends and challenges regarding HIV/AIDS care and treatment technical and programmatic issues, define their parameters, and develop innovative conceptual approaches to address the trends/challenges.
- Strong negotiation and diplomatic skills and ability to facilitate agreement among various partners to promote the neonatal and child health agenda
- The incumbent must possess comprehensive knowledge and experience in VMMC and other biomedical HIV prevention strategies, HIV/AIDS public health programs, methods, processes, techniques used to plan, develop, implement and evaluate results of HIV prevention and treatment programs.
- The incumbent must possess comprehensive knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations are required. Good working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of prevention programs is required.
- Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required. Good working knowledge of statistics and data analysis is required.

**e. Skills and Abilities:**

- Ability to establish/maintain an extensive range of contacts with ministerial and host government officials including those in a leadership role at the national , provincial and district levels; and ability to positively interact with influential persons in the public and private sectors is required in order to represent USAID and USG development policies and programs and explain/interpret host-country attitudes.
- Ability to work with donors and different cadres of GRZ counterparts in a collaborative manner
- Demonstrated ability to communicate (orally and in writing) and work effectively as part of a multisectoral and multidisciplinary team
- Ability to work in a team
- Strong representational and interpersonal skills
- Excellent computer skills in Windows, MS Outlook, word processing, and spreadsheet software, full functionality in using the internet to solve problems and research information, such as USG and USAID regulatory guidance, best practices and latest trends in HIV/AIDS prevention and care
- Strong oral and written communications skills and ability to analyze understand and discuss new program design, management and implementation approaches are required. This includes the development of evaluation designs, innovative service delivery to optimize volume and efficiency of VMMC programs, use of reliable and valid instruments, and methods for data collection, analysis and reports.
- The ability to lead project teams and work groups and to develop effective working relationships with national and international working partners is also required. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS treatment programs to adopt appropriate strategies for their program activities.
- Intermediate level keyboarding (both speed and accuracy) and computer skills as well as use of Microsoft office suite are required. Budget oversight and statistical reporting requires a standard level of numerical skills.

**TERMS OF APPOINTMENT:**

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

**BENEFITS:**

The position has been classified at a FSN - 11 levels. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

**APPLYING:**

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

**SUBMIT ALL APPLICATION MATERIALS TO:**

[EXOZambiaHR@usaid.gov](mailto:EXOZambiaHR@usaid.gov) (E-mailed applications required.)

The email subject heading ***must*** read exactly as follows:

**Application: Biomedical Prevention Advisor, AID-007-14**

**Only short listed candidates will be contacted.**